



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 906.2

Job Title: **ARCHIVIST I**

Pay Grade: 16

### **GENERAL SUMMARY:**

Assists in the collecting and accessing of archival materials relating to a specific classification within the City of Houston library. Gathers materials for specific collection areas, publications and exhibits, and performs special computer-assisted tasks and projects.

### **RESPONSIBILITIES:**

- Processes, organizes, and identifies archival materials through proper sorting, preservation, cataloging and storage.
- Answers research questions pertaining to archival materials and programs.
- Creates inventory/index guides for processed collections.
- Conducts tours and plans special exhibits and programs.
- Assists, as required, with the editing, publishing and distribution of library publications.
- Develops new computer usages for the retrieval of archival material.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires an ALA accredited Master's degree in Library Science, History or a closely related field.

#### **EXPERIENCE:**

No experience is required.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

#### **IMPACT OF ACTIONS:**

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

No direct report employees.

##### **Indirect Supervision:**

No indirect reports.

## **SPECIFICATIONS: (continued)**

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Archivist I  
Archivist II  
Archivist III  
Archivist IV

*Effective: October 1990*

*Revised: October 1992*